



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 3/3/76		Georgia Bureau of Investigation 1001 International Blvd., Suite 920 Hapeville, Georgia 30354	Application Number 76-82	
Application Number			Date Received MAR 12 1976	Date Completed MAR 23 1976
2. Person to Contact Jean Powell		Working Title Records Management Officer	Telephone Number 656-2294	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1973 Latest Present		5. Records Series Title (followed by title used in office; if different) Investigative Division Subject Files Regional Office		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Bureau of Investigation provides crime prevention efforts and criminal investigative assistance to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. The Bureau (GCIC) provides criminal identification, criminal history, and offender tracking services to Georgia Courts, the correctional system, and local law enforcement agencies. The State Crime Lab administers the Georgia Post Mortem Act and the Implied Consent Act.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Administration of the Investigative Division, including all region offices, of the Georgia Bureau of Investigation. Included are: Copies of correspondence, memorandums, auto inspection reports, monthly call rosters, vehicle reports, purchase orders, squad monthly activity reports and personnel files. File is arranged: By subject, thereunder numerically by sub-title				
8. Monthly Reference Rate How often are records referred to which are: One to six months old 600; Seven to twelve months old 600; Thirteen to twenty-four months old 25; twenty-five months and older 0?				
9. Annual Rate of Accumulation of Records Letter-size drawers 1; Legal-size drawers _____; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it? <u>RECORD COPY KEPT ON FILE</u>
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|---------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>2 * 1</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Proper administration of the Investigative Division makes it necessary for Investigative Division personnel to be able to refer to actions of the past two years.

*** 1 year after cut-off**

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy. from this office.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>B. Tucker</u>	<u>3/4/76</u>	<u>John B. Powell</u>	<u>3/4/76</u>
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <u>William M. Higan</u>	<u>3-17-76</u>
		Secretary of State/Designee <u>Carroll Hunt</u>	<u>3-15-76</u>
		Attorney General/Designee <u>Robert Shell</u>	<u>3-18-76</u>